



**BRENTFORD SCHOOL FOR GIRLS**

## Charging and Remissions Policy

Reviewed Date: July 2018

Date to be Reviewed: October 2020

## **Introduction**

The purpose of this policy is to clarify those items which the school will provide free of charge and for those items where there may be a charge.

## **Policy Statement**

During the school day, all activities that are a necessary part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, plus religious education will be provided free of charge.

Voluntary contributions however will be sought for activities during the school day which entail additional costs, for example visitors to school and visits outside of school.

No student will be prevented from participating in any activity offered because her parents/carers are unwilling or unable to pay. If however insufficient voluntary contributions are raised to fund an activity or visit it might not be possible for the activity/trip to take place.

## **Residential Trips**

Charges will be made to cover the cost of residential trips. The cost of a trip will not exceed the actual cost to the school.

Parents/Carers in receipt of the benefits listed at the end of this policy can make a request to the Headteacher for financial assistance towards the costs of visits such as residential trips that are part of the curriculum related to an examination course and evidence of these benefits will need to be provided.

## **Music Tuition**

Brentford School for Girls follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made for instrumental tuition for individual pupils or pupils in groups of up to four when the service is provided by a peripatetic music teacher. Payment for this service is paid directly to the London Borough of Hounslow and some financial assistance is available. Details of these lessons are available from the music department.

There is no charge for music tuition for children in care. This includes instrument hire, music books and exam fees.

## **Public Examinations**

No charge will be made for entry to a public examination where the pupil has been prepared for entry to the examination by the school. No charge will be made for any books, materials, instruments or equipment needed for the purpose of the examination if the equipment or books are to be returned to school. A charge however will be made if a pupil wishes to purchase a revision guide, text book or piece of equipment that they wish to keep for their personal use and this will be offered to the pupil at the cost to the school with any discounts obtained by the school.

Should a request be made by a pupil, parent or carer to re-sit an examination then a charge will be made if the school does not deem it to be necessary. The cost of the re-sit will be the actual cost levied by the Examination Board.

## **Damage to property**

Parents/Carers will be asked to make a contribution to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

## **Optional Extras**

The school will make a charge for optional extra activities:-

- that are not part of the curriculum,
- not part of an examination syllabus or religious education.

If these activities are provided offsite and are provided during the school day pupils who do not wish to take part in these activities, for whatever reason, will be offered a suitable alternative in school.

## **Voluntary Charges**

Voluntary contributions will be asked for activities taking place during or outside the school day. The school may charge for, or require the supply of, ingredients and materials if parents have indicated a wish to own the finished product, if there is one. Written confirmation will be sought from parents indicating they wish to supply or pay for materials. Pupils will not be treated differently according to whether or not the materials are being provided by their parents. The school recognises that some of the practical work in some subjects is of an investigative nature and will not necessarily result in a 'finished product'; however it is an essential part of the learning process.

## **School Meals and Lunch Cards**

Food is available to purchase in the Dining Hall from 8.00 – 8.45 am, 10.30 – 10.50 am and 12.50 to 1.40 pm. Prices are competitive and reviewed annually in line with the free school meal provision. A current price is available on the school website and will also be available to parents/carers on request if they do not have access to a computer. All price increases will be notified in advance.

The canteen operates a biometric cashless till system in the dining hall; on admission to the school all pupils will have an impression of their finger taken to be used as recognition with this system. Credit can be placed on a pupil's account by using the school's online payment system using either a debit or credit card, cash on the cash loader or by leaving a cheque in the box provided; both are located in the dining hall. Should a parent not wish for their child to have a finger impression taken then a lunch card will be produced. Full details of the school's biometric system are available on the school's website. Pupils who lose their lunch card will be asked for a contribution towards the cost of a replacement.

Parent/carers who think that a pupil might be eligible for free school meals and are in receipt of one of the benefits listed at the end of this policy should contact the school finance office for an application form if their Council Tax is paid to the London Borough of Hounslow or to their Local Authority that they pay their Council Tax to. Forms should be returned to the relevant Local Authority for assessment. Parent/Carers will be notified in writing the dates the free school meal provision will cover and it is the responsibility of the parent/carer to reapply when this expires.

### **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions, Pupil Premium if appropriate and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Eligible Benefits:-**

- Income Support (IS).
- Income based Jobseekers Allowance (IBJSA).
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999.
- Child tax credit, and not in receipt of working tax credit as assessed by her Majesty's Revenue and Customs and the family's income does not exceed the stated limit. or
- Guaranteed element of State Pension Credit.

Information used to create this policy was sought from the DfE and other professional bodies.